

Fulston Manor School

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Academy Trust Registered in England: Company No. 7343725

ABR/SPA

6th January 2020

Dear Parent/Guardian

**RE: YEAR 7 PARENTS' EVENING – THURSDAY, 23RD JANUARY 2020 FROM 4:30 P.M. UNTIL 7:30 P.M.
ONLINE APPOINTMENT BOOKING**

You are invited to attend the Year 7 Parents' Evening on Thursday, 23rd January 2020. Please sign in at the Reception Area of the Millennium Hall upon arrival where you will be given the location of the subject teachers you will be meeting. We would ask that you are there in plenty of time for your first scheduled appointment in order to avoid delays.

The school uses an intuitive and easy to use **online appointment booking system**. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please visit <https://fulstonmanor.parentseveningsystem.co.uk> to view the booking system. Or there is a link on the front page of the school's website – top right – Log in – Parents Evenings (a short guide on how to add appointments is included with this letter). The system will go live **on Thursday, 9th January** when appointments can be booked. A number of staff have asked to see the parents of particular students. In this instance appointments have already been made. If these times are not convenient please feel free to amend them. **The booking system will remain open until Tuesday, 21st January.** If you do not have access to the internet, please contact your son/daughter's Head of House who will be happy to add appointments on your behalf.

May I point out that you need to see the individual subject teachers for a full report on progress in their subject, not the House Tutors.

There is an expectation that your son/daughter will accompany you and that he/she should be in full school uniform and must remain with you at all times during the meeting.

Some staff teach over sixty Year 7 students in a week, and whilst we will make every effort to fit in appointments for all, one or more staff may have their appointment sheets filled before you get a chance to make an appointment. If you do find that you are disappointed, do telephone the Head of House who will try to provide you with the information you require.

Parking will be available on the tennis courts adjacent to the Millennium Hall.

Please remember to print and bring the appointment sheet with you on the evening of 23rd January.

Yours faithfully

Miss S Burden
Head of School

A High Performing Academy Trust

Headteacher A G Brookes MA (Cantab)